

Telephone Reference Check

(State your name, position, and employer.) I would like to verify some information given to us by (applicant name) who is applying for a position with our organization. I encourage you to refer to (applicant's) written personnel record to find the information I will request. Would it be convenient for me to call you again in a few minutes, or would you like to call me back when you are prepared? If you want to call me, when may I expect your call?



1. What were the dates of (applicant's) employment with you?

From _____ to _____
(month/day/year) (month/day/year)

2. What positions(s) did he/she hold while working for you? For each position, what was the nature of the work?

Position:

Nature of work:

Position:

Nature of Work:

3. Based on performance evaluations and other records in (applicant's) personnel file, could you please provide me with facts on the following areas.

Attendance:

Quality of work / productivity:

Ability to take on responsibility and work independently:

Consistency in meeting deadlines and working under pressure:

4. Is there anything else I should know?